



VETERANS AFFAIRS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	VETERANS AFFAIRS, DEPARTMENT OF	RELEASE DATE:	Friday, June 26, 2009
POSITION TITLE:	ASSISTANT DEPUTY SECRETARY BOND FINANCE AND INVESTMENT PROGRAM	FINAL FILING DATE:	Thursday, July 9, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,475.00 / Month	BULLETIN ID:	04162009_5

POSITION DESCRIPTION

DUTIES AND RESPONSIBILITIES:

Under the administrative direction of the Deputy Secretary of the Division of Farm and Home Loan Program, the Assistant Deputy Secretary of Bond Finance & Investment Program manages a \$2 billion bond portfolio and is responsible for investing more than \$730 million in bond proceeds and cash reserves.

- Responsible for the oversight of the Bond Finance and Investment Program and the Collections/Foreclosure Unit. Monitors and reports on cash flows relative to bond proceeds, investments, bond sales, bond calls, and actions necessary to maintain compliance with federal tax laws. Recommends policies and procedures relative to financing and investments for the Cal-Vet Farm and Home Loan Program in accordance with complex federal tax laws.
- Works closely with all agency management in making agency-wide decisions in implementing the goals and objectives of the Agency's Strategic Plan as it relates to the Bond Finance and Investment Program. Serves as a member of the executive management team. Exercises management responsibility for policy formulation and implementation for the Agency.
- Responsible for Bond Cash Management through sophisticated cash management processes, and analyzes the quarterly debt service payments and demands for new mortgages. Has delegated authority to invest up to \$30 million in investment transactions. Ensures optimum amounts of funds are transferred to ensure the needs of the department's debt services. Provides the full range of management and direction over bond sales, ensures uninterrupted funding of veterans' home loans, evaluates bond market conditions, and provides the Agency with the rationale for bond sales, timing of the sales and any special considerations.
- Works as primary contact and represents the Agency on all issues pertaining to sale of new or

refunding Cal-Vet Bond issues. This includes oversight of the work of the attorneys, underwriters, banks, trustees, Agent for Sale (Treasurer's Office), Attorney General's Office, Controller's Office, financial consultants, rating agencies, public accounting firms, insurance companies, investment companies, and two Financing Committees that includes the State Governor, State Treasurer, State Controller, Director of Finance, and the Secretary and Undersecretary of the California Department of Veterans Affairs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;

analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- (1) Extensive knowledge in areas specific to Bond Finance and Investment Division functions related to debt financing, State credit and investments.
- (2) Extensive knowledge of public financial policies and practices. This includes federal tax laws related to tax exempt municipal bonds, SEC disclosure requirements, investment strategies, municipal bond marketing practices, and bond administration principles and practices.
- (3) Broad and extensive experience relative to fiscal operations, budgeting, cost analysis, and other programs relative to financial services.
- (4) Experience that demonstrates highly developed negotiation skills, tact, diplomacy and discretion. This includes the ability to meet very restrictive timeframes.
- (5) Demonstrated ability to advise, consult, and work cooperatively with the Agency Secretary, Governor's Office, Legislators, executive management, departmental staff, public and private agencies, attorneys, underwriters, banks, trustees, Agent for Sale (Treasurer's Office), Attorney General's Office, Controller's Office, financial consultants, rating agencies, public accounting firms, insurance companies, investment companies, State Treasurer, State Controller, and the Director of Finance.
- (6) Working knowledge of the legislative process, the State budget and finances that impact State credit.

(7) Knowledge of collections and insurance policies related to housing programs.

PERSONAL CHARACTERISTICS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CDVA's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **ASSISTANT DEPUTY SECRETARY BOND FINANCE AND INVESTMENT PROGRAM**, with the **VETERANS AFFAIRS, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font no smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VETERANS AFFAIRS, DEPARTMENT OF, HUMAN RESOURCES DIVISION
1227 O STREET, ROOM 404, SACRAMENTO, CA 95814
KATHY VAGG | (916) 653-1799 | kathy.vagg@cdva.ca.gov

ADDITIONAL INFORMATION

Applications must be received by 5:00 p.m. on July 9, 2009. Questions concerning this examination

should be directed to Kathy Vagg at (916) 653-1799.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VETERANS AFFAIRS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>